DEPARTMENT OF TRANSPORTATION OFFICE OF EXAMINATION SERVICES CALTRANS HIGHWAY MECHANIC SUPERVISOR – 6TR67 TRAINING AND EXPERIENCE EVALUATION

The CALTRANS HIGHWAY MECHANIC SUPERVISOR examination is being given on a departmental promotional basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

This questionnaire is the only phase of the examination and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Training and Experience Evaluation.

(NOTE: Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination.)

Candidates who fail to follow the instructions and/or <u>who solicit input or assistance from others to complete this questionnaire</u> will be eliminated from the examination.

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. Caltrans will <u>NOT</u> provide you a copy of your Training and Experience Evaluation.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

including dismissal.	
SIGNATURE:	DATE:
NAME (PRINT):	
EXAMINATION TITLE: Caltrans Highway Mechanic Supervisor	

The completed Training and Experience Evaluation and Standard State Application (STD.678) must be mailed or personally hand delivered to:

Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

File in person: Caltrans 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227- 7858

Facsimile (FAX) or electronically mailed (e-mailed) Training and Experience Evaluation <u>will not</u> be accepted

Failure to submit your Training and Experience Evaluation will result in <u>elimination</u> from the examination process.



STATE OF CALIFORNIADEPARTMENT OF TRANSPORTATION

CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services PM-EX-0631 (*Rev.* 01/2015)

EXAMINATION TITLE CALTRANS HIGHWAY MECHANIC SUPERVISOR						
EXAMINATION CODE 6TR67	DATE					
CANDIDATE NAME - (PLEASE PRINT - (Last Name, First N	lame, Middle Initial)					
PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Section 1978, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate processing of information which you are providing regarding your preference in working conditions. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual.						
If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form.						
PLEASE CHECK THE BOXES NEXT TO THE DISTRICT(S)	WHERE YOU WISH TO WORK.					
☐ DISTRICT 1 – EUREKA ☐ D	ISTRICT 7 – LOS ANGELES					
☐ DISTRICT 2 – REDDING ☐ D	ISTRICT 8 – SAN BERNARDINO					
☐ DISTRICT 3 – MARYSVILLE ☐ D	ISTRICT 9 – BISHOP					
☐ DISTRICT 4 – OAKLAND ☐ D	ISTRICT 10 – STOCKTON					
☐ DISTRICT 5 – SAN LUIS OBISPO ☐ D	ISTRICT 11 – SAN DIEGO					
☐ DISTRICT 6 – FRESNO ☐ D	ISTRICT 12 – IRVINE					
☐ 3400 – SACRAMENTO Note: District 3 does not includ	e Sacramento					
PLEASE CHECK <u>ONE BOX ONLY</u> NEXT TO THE TYPE OF	APPOINTMENT YOU WILL ACCEPT.					
\square A11 PERMANENT OR TEMPORARY – FULL TIME, PAR	RT TIME, OR INTERMITTENT					
\square C55 PERMANENT OR TEMPORARY – FULL TIME ONL	Υ					
☐ M44 PERMANENT OR TEMPORARY – PART TIME OR	INTERMITTENT ONLY					
☐ D58 PERMANENT ONLY – FULL TIME ONLY						
☐ K85 TEMPORARY ONLY – FULL TIME ONLY						
R41 PERMANENT – PART TIME OR INTERMITTENT O	R TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT					
	ivacy Statement changes in your address or availability for employment.					

Name: _____

Date: _____

Instructions: Please describe your MECHANIC SUPERVISOR position	work experience as it relates to the CALTRANS HIG on. Begin with your most recent position. The EXPER ntify where you worked. You may include additional p	RIENCE
	EXPERIENCE CODE A	
Company / State Agency:	Job Title:	
Employer Location: City:	State:	
Dates of Employment: From:	To:	
Supervisor:	Telephone Number:	
	EXPERIENCE CODE B	
Company / State Agency:	Job Title:	
Employer Location: City:	State:	
Dates of Employment: From:	To:	
Supervisor:	Telephone Number:	
	EXPERIENCE CODE C	
Company / State Agency:	Job Title:	
Employer Location: City:	State:	
Dates of Employment: From:	To:	
Supervisor:	Telephone Number:	_
	EXPERIENCE CODE D	
Company / State Agency:	Job Title:	
Employer Location: City:	State:	
	To:	
Supervisor:	Telephone Number:	

PART II - WORK EXPERIENCE

INSTRUCTIONS

Step 1: In the *Experience Code* column, use the codes from <u>PART I</u> of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on pages 5 - 11, place an "X" in the column(s) that most accurately represents the <u>Level of Experience</u> you have <u>AND</u> the <u>Amount of Time</u> your experience represents.

SAMPLE

Amor each	e you performed unt of Time: Place	In the Experience Code column, use the codes from PART I of this form to indicate I the activity or task. You may list more than one code per item, if applicable. The arms in the column(s) that most accurately represents the amount of time ince represents. (Leave columns blank that do not apply to you). The pacity	I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	l possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
1.		nd approving purchase and service requests from staff for needed ts, or services.					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
	Α	I have performed this task on the job under guidance and monitoring			х		
	B+C	I have performed this task independently		х			

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the Experience Code column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you). SECTION 1: Lead Capacity				I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
1.	supplies, parts, or services.						
	Experience Code (Part I)	Level of Experience					
	,	Limited ability (would require training/exposure to perform task)					
		Average ability (could perform activity with guidance)					
		Very good ability (could perform activity independently)					
		Excellent ability (could provide training or guidance to others)					
Planning, assigning, and prioritizing work with the resources available to ensure work is done efficiently and timely to meet department needs.							
	Experience Code (Part I)	Level of Experience					
		Limited ability (would require training/exposure to perform task)					
		Average ability (could perform activity with guidance)					
		Very good ability (could perform activity independently)					
		Excellent ability (could provide training or guidance to others)					
3.	preventive m	ad capacity over shop and/or field mechanics in mechanical repair, aintenance, and other related shop activities.					
	Experience Code (Part I)	Level of Experience					
		Limited ability (would require training/exposure to perform task)					
		Average ability (could perform activity with guidance)					
		Very good ability (could perform activity independently)					
		Excellent ability (could provide training or guidance to others)					

PART II-WORK EXPERIENCE (continued)

Amou each	Level of Experience: In the Experience Code column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you). SECTION 1: Lead Capacity (continued)				I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
4.		ne and personnel hoist inspections to ensure compliance with local, ederal requirements.					
	Experience Code (Part I)	Level of Experience					
		Limited ability (would require training/exposure to perform task)					
		Average ability (could perform activity with guidance)					
		Very good ability (could perform activity independently)					
		Excellent ability (could provide training or guidance to others)					
5.		ailgate safety meetings to educate staff on current safety policies and utilizing the Caltrans Safety Manual and Code of Safe Practices. Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					

PART II-WORK EXPERIENCE (continued)

where	e you performed	In the <i>Experience Code</i> column, use the codes from <u>PART I</u> of this form to indicate I the activity or task. You may list more than one code per item, if applicable.	I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience .	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you). SECTION 2: Technical Ability				I possess one of experience task at this le	I possess two years of experthis task at the experience.	I possess three (3) to for years of experience perfathis task at this level of experience.	I possess mor years of exper this task at thi experience.
6.		nd operating gas- and diesel-powered and alternative-fuel automobiles, os, motors etc., used in the construction and maintenance of highways. Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					
7.	highway con crane and pe	s and regulations pertaining to the construction, operation, and repair of struction and maintenance equipment, such as emissions programs, ersonnel hoist inspections, and Biennial Inspection of Terminals (BIT).					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					
8.	maintenance	puter and electronic data collection systems and programs used in the and repair of equipment, including the Fleet Management System (FMS).					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the Experience Code column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you). SECTION 2: Technical Ability (continued) Maintaining records in order to track equipment inspections, maintenance, repairs, and			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	l possess more than four (4) years of experience performing this task at this level of experience.
9.		ues utilizing the Permanent Equipment Maintenance Records (PEMR) neets, Fleet Management System (FMS).					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					
10.		shop and facility safety inspections, repairs, and upkeep to ensure vith current regulations.					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					
11.	Management	reventive maintenance inspections of equipment, utilizing the Fleet System (FMS).					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the Experience Code column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you). SECTION 2: Technical Ability (continued)			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
12.	California Air Resources Board air- quality mandates, and local- State-, and Federally-						
	mandated programs. Experience Level of Experience						
	Code (Part I)	Estal of Expansion					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					
13.		shop security by implementing appropriate opening and closing or daily business utilizing keys, key cards, and security/alarm systems. Level of Experience					
	0000 (1 0111)	I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					
14.	Reading, inte	erpreting, and analyzing plans, manuals, drawings, sketches, and					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					

PART II-WORK EXPERIENCE (continued)

Amou each	e you performed unt of Time: Place level of experies	In the Experience Code column, use the codes from PART I of this form to indicate I the activity or task. You may list more than one code per item, if applicable. See an "X" in the column(s) that most accurately represents the amount of time ince represents. (Leave columns blank that do not apply to you).	I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
15.	Accessing, re System (FMS	etrieving, and interpreting data contained in the Fleet Management S).					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					
16.	Monitoring hand disposal	azardous waste storage areas and appropriate time intervals for handling of waste.					
	Experience Code (Part I)	Level of Experience					
		I have had no training or experience with this task					
		I have had training on this task, but no application on the job					
		I have performed this task on the job under guidance and monitoring					
		I have performed this task independently					